



# City of Milpitas

## Announces a job opportunity for Police Property Clerk

**Annual Salary Range:** \$63,926 - \$77,703

**Final Filing Date:** July 30, 2014

*Please note: This recruitment will close on Wednesday, July 30, 2014 or as soon as we receive the first 100 applications, whichever comes first.*

### About the Position

The Police Property Clerk performs technical support duties to provide effective storage, maintenance and control of police department evidence and property. The Police Property Clerk receives general supervision from the Support Services Commander or other designated supervisor and coordinates with other employees and vendors as necessary to transport, deliver or dispose of evidence and/or property.

### Examples of Duties - duties may include, but are not limited to, the following:

- Receives, records, stores, releases and disposes of all evidence and property in accordance with established procedures and laws.
- Updates policies and procedures relating to evidence and property.
- Barcodes all incoming evidence and property.
- Maintains all evidence storage areas at police building and any remote site.
- Photographs evidence.
- Assists with cataloguing evidence at Search Warrant scenes.
- Processes court orders for return or destruction of evidence.
- Processes requests from officers, district attorney, private attorneys, insurance companies for photos, copies of audio and videotapes, evidence, and other items.
- Consults with the City Attorney on the disposal of certain types of evidence / property.
- Testify in court as required by subpoena.
- Arranges for disposal hazardous materials or transports to County disposal.
- Conforms to OSHA regulations on the safe storage of evidence and property.
- Compile monthly criminal statistics for the City, County and State.
- Perform related duties as assigned.

**Knowledge and Abilities -** To fulfill the position responsibilities, general knowledge and experience in the following specific areas is desirable:

#### Knowledge of:

- Modern office procedures and practices.
- Knowledge of basic word processing, spreadsheet, and e-mail computer software.
- Knowledge of appropriate telephone etiquette and customer service skills.
- Basic organization and functions of a municipal law enforcement agency.
- Basic firearm safety and handling.
- Modern property control methods in law enforcement or private sector, procedures.
- Techniques for resolving conflict and effectively working with wide segments of the public, often under stressful and adverse conditions.

#### Ability to:

- Communicate clearly and accurately including possession of excellent interpersonal skills.
- Apply accuracy, security and attention to detail in handling, storing and tracking of evidence and property.
- Read fine print and detect subtle shades of color.
- Interpret and apply State laws and regulations of the City and Police Department.
- Exercise sound judgment, initiative and creativity.
- Operate camera equipment, and audio/video duplicating equipment.
- Work cooperatively with others and deal tactfully with the public.
- Be available on-call as required and travel out of town to attend meetings, trainings and seminars during work and non-work hours.

## Minimum Qualifications

**Experience:** One year of increasingly responsible experience in general clerical work, and one year of evidence and property control or related support function in a law enforcement agency. Similar experience in the private sector will be considered.

**Education:** Equivalent to the completion of the twelfth grade. Coursework or in-service training in accounting or inventory control is highly desirable.

**License or Certificate:** Possession of a valid California Driver's License and satisfactory driving record.

## Special Requirements

*Essential duties require the following physical abilities and work environment:*

Work is frequently performed in a highly structured, enclosed, and secured environment. Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment and using a computer screen. Acute hearing is required in the office as well as other remote locations. The ability to lift, carry and push, with or without assistance, equipment, property and evidence that may consist of large or variously shaped objects and weigh up to 50 pounds, such as a box of ammunition, is also required. The incumbent may be exposed to toxic substances and hazardous materials, such as narcotics, and weapons, as well as biohazards, such as blood and/or chemicals. This position will also drive motorized vehicles. Some of these requirements may be accommodated for otherwise qualified individuals, requiring and requesting such accommodations. Must be willing to work in a warehouse environment and wear a uniform.

## Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

## To Apply

Only online applications via CalOpps will be accepted. Visit [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date. A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

**The City reserves the right to close or re-open the recruitment at any time.** Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

## Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range: \$63,926 - \$77,703 annually. The City provides an excellent array of benefits that includes the following:

- Contributory Retirement Plan – New Hire Employee pays 7% employee PERS contribution.
- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, depending on the individual's eligibility.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - Voluntary
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

